



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

**VACANCY ANNOUNCEMENT 17-06
Department of Computer Services**

POSITION: Systems Specialist

LOCATION: Brunswick, Georgia

STARTING SALARY RANGE: CL-26 \$43,840 - \$71,247 (Depending on Qualifications)

APPLICATION DEADLINE: December 22, 2017

DUTIES AND RESPONSIBILITIES:

The Department of Computer Services (DCS) seeks applicants to fill the vital role of Systems Specialist. Applicants should be energetic and possess a high level of analytical skills while possessing a thorough knowledge of technology which includes Windows 7/10 desktops, Windows servers, Microsoft Office and Office365 suite (Word, Excel, etc), and email (Lotus Notes and/or Exchange) software. Technical and troubleshooting skills using courtroom audio/visual equipment, teleconferencing equipment, PCs, printers, laptops, iPhones, and other technology-based equipment is essential. The Systems Specialist provides the day-to-day support for court executives and staff, provides follow-up to other personnel, and has the ability to communicate technical information effectively (orally and in writing) in a positive professional manner to a diverse base of court staff. The Systems Specialist must interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. As a DCS staff member you will be a vital member in supporting the Court's information technology office.

QUALIFICATIONS

Applicants should have an associate's degree or certification in a technology-related program or currently enrolled in a technology related degree program. Knowledge of basic networking concepts and demonstrated knowledge of computer processes and capabilities is expected. Knowledge of Audio/Visual Systems is a plus.

MINIMUM REQUIREMENTS

Incumbent must be a team player who is dependable, detail oriented and able to work in a multitasked, fast-paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively. Working non-business hours is occasionally required. Occasional travel to district offices, training and seminars is

expected. Physical effort is required in moving, connecting, or troubleshooting equipment. Applicants must possess the following: automation and keyboarding skills; the ability to organize work well; the ability to work harmoniously with others; must be tactful, show good judgment, poise and initiative.

BENEFITS:

Employees of the United States Department of Computer Services are not classified under the Civil Service but are entitled to a similar benefits package. This benefits package includes:

1. A minimum of 10 paid holidays
2. Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
3. Paid sick leave in the amount of 13 days per year
4. Optional participation in choice of Federal Employees Health Benefits with pre-tax deductions
5. Optional participation in Federal Employees Group Life Insurance
6. Optional participation in Long-Term Care Insurance
7. Optional participation in pre-tax Dependent Care and Medical Care Flexible Spending Accounts
8. Retirement benefits
9. Thrift Savings Plan including investment options and matching benefits
10. Credit for prior government service

INFORMATION FOR APPLICANTS

Due to the volume of applications usually received, only qualified applicants will be invited for personal interviews. The best suited applicant will be selected.

Employees of the United States Court are "AT WILL" employees. All employees are required to adhere to a Code of Ethics and Conduct. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. A background check will be conducted prior to a final employment offer. The Department of Computer Services' hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan.

Application Process

The conditions of this announcement are subject to modification without further advertising. Interested applicants should submit their resume, AO78 and three professional references to:

**Human Resource Administrator
Announcement 17-06
U.S. District Court
P. O. Box 8286 Savannah, GA 31412 or
Email: gas_persmgr@gas.uscourts.gov or
Fax to: (912) 650-4017**

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER